UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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In Reply Refer to: April 19, 2002
1270-2/1271/9165 (AZ-954.54) P

EMS TRANSMISSION: 4-23-02
Instruction Memorandum No. AZ-2001-013, Change 2
Expires: 9/30/2002

To: Field Managers, State Office AZ954, AZ955, AZ957, AZ930
              Attention: Information Access Centers

From: State Director

Subject: Updated Cost Recovery Fee Schedule

Purpose: To modify Arizona Cost Recovery Fee Schedule to reflect changes contained in the Washington Office (WO) Cost Recovery Fee Schedule, issued in Instruction Memorandum (IM) No. 2002-073 dated January 22, 2002. Also incorporates costs for new services available since issuance of Change 1 of this IM.

Background: WO IM No. 2002-073 updated the Cost Recovery Fee Schedule for field office Information Access Centers (IACs) providing services to the public. Those changes affect the fees established in Arizona's existing IM on Cost Recovery for Arizona.

Policy/Action: This IM updates and replaces previously-issued Arizona directives No. AZ-2001-013 and No. AZ-2001-013, Change 1. This changes the cost recovery for postage to include only "special" mailing (not U.S. Postal Service mailing), changes the Non-automated Research rate to match the Freedom of Information Act (FOIA) Clerical rate (changes from $8.40/hour to $9.20/hour), and establishes a cost for black & white (B&W) products produced on the plotter. All other previously established costs remain unchanged.

Time frame: Effective immediately.

Manual/Handbook Sections Affected: Manuals 1270-2 (Cost Recovery) and 1271 (IAC).

Contact: Questions about this policy should be directed to Toni Klimek, State Records Administrator at 602-417-9364.

Signed: Carl Rountree   Authenticated: Barbara Bleich
             for Denise P. Meridith   Staff Assistant

Attachments:
   1. Arizona Cost Recovery Fee Schedule, Plotter-Produced Material (1 p.)
   2. IAC Price Lists - For Posting in BLM-Arizona IACs (2 pp.)